



SWIFT COUNTY ADMINISTRATION

Historic Courthouse
301 14th Street N
P.O. Box 207
Benson, MN 56215

December 7, 2016

Dear Applicant:

Thank you for your interest in the Maintenance Worker III (Highway or Environmental Services) position with Swift County. Enclosed is an application packet. All required application materials must be completed and returned to the Swift County Administrator's Office, mailed to the Swift County Administrator, P O Box 207, Benson, MN 56215 on or **before 4:30 PM, Wednesday, December 28, 2016** (received NOT postmarked), or emailed to jobs@co.swift.mn.us. Failure to complete and return all of the required application materials by this deadline will eliminate your application from further consideration for the position. Please be aware, your application will be rated for training, experience, and meeting all minimum requirements based on the information you provide on these forms.

It is necessary that all applications be uniform. Therefore, please follow the instructions below for each form contained in the application packet.

REQUIRED APPLICATION MATERIALS

Letter of Interest:	This is required in order to distinguish you from other candidates.
Employment Application:	Each section of the application must be completed. If a section of the form does not apply to you, fill in "NA".
Veteran's Preference Declaration:	Complete this form if you are applying for Veteran's Preference Points. If you are not applying for the Veteran's Preference Points then sign the section of the form that states "I do not claim veteran's preference points".

Questions on the position should be directed to Janice Fransen, County Administrator at (320) 314-8399. Please be sure to type or print all forms legibly and return all required application materials. Again, thank you for your interest in employment with Swift County.

Sincerely,

Janice Fransen
Swift County Administrator

HIGHWAY MAINTENANCE III

Swift County is currently accepting applications for a Maintenance III position in the Highway Department. The position performs intermediate skilled trades work in the repair and maintenance of the County's highway system and right-of-way; plows snow and sands streets; operates and maintains light and heavy equipment, and related work as apparent or assigned. Work is performed under the limited supervision of the Maintenance Supervisor.

MINIMUM QUALIFICATIONS: High school diploma or GED and moderate experience working with heavy equipment, or equivalent combination of education and experience.

Starting pay for the position is \$16.49 per hour (2016 wage rate), with an excellent benefit package; including, health, dental, life, and disability insurance available, paid-time-off, and PERA pension. Existing employees will be paid based on their current wage.

To be considered for the position, a Swift County Application, resume, and cover letter must be submitted. The application packets can be obtained from the County Administrator's Office or online at www.swiftcounty.com/jobs. Application materials will be accepted until 4:30 p.m. on Wednesday, December 28, 2016, at the Swift County Administrator's Office. Questions can be answered by calling 320-314-8399.

Maintenance Worker III

Dept/Div: Highway/Maintenance

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate skilled trades work in the repair and maintenance of the County's highway system and right-of-way; plows snow and sands streets; operates and maintains light and heavy equipment, and related work as apparent or assigned. Work is performed under the limited supervision of the Maintenance Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Operates heavy equipment in the maintenance County roads. Blades roads and hauls gravel. Operates equipment if paving, and crack filling. Plows snow and sands streets; blows snow off the roads. Mows and maintains ditches. Operates road grader, skid steerer and back hoe. Responds to disaster clean-up and tree removal.

Knowledge, Skills and Abilities

General knowledge of the safe use, operation and preventive maintenance of the equipment to which assigned; ability to operate light and heavy equipment; skill in the use of specialized equipment and hand tools to which assigned; ability to understand and follow specific oral instructions; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to lift heavy articles; ability to read and write; ability to establish and maintain effective working relationships with associates.

Education and Experience

High school diploma or GED and moderate experience working with heavy equipment, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, frequently requires sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Forklift Certification
Safety Training within 1 year
Forklift Training within 1 year
Valid commercial driver's license in the State of Minnesota.



Swift County Application for Employment

Date of Application: _____

Position Applied for: _____

Name: _____
(Last) (First) (Middle)

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers - Home: _____ Work: _____

E-mail Address: _____

Educational Background

High School Graduate? Yes ____ No ____

Post High School Education/Training:

School or Program	Address	Dates Attended	Degree

Current Licenses or Certificates held that would be applicable to the position for which you are applying:

Work Experience

Current/Most Recent Employer: _____

Address: _____ Telephone: _____

Position: _____ Employed from: _____ to _____

Supervisor: _____ Supervisor's email _____

May we contact this person? _____ Salary - Starting: _____ Ending: _____

Duties and responsibilities: _____

Current/Most Recent Employer: _____

Address: _____ Telephone: _____

Position: _____ Employed from: _____ to _____

Supervisor: _____ Supervisor's email _____

May we contact this person? _____ Salary - Starting: _____ Ending: _____

Duties and responsibilities: _____

Current/Most Recent Employer: _____

Address: _____ Telephone: _____

Position: _____ Employed from: _____ to _____

Supervisor: _____ Supervisor's email _____

May we contact this person? _____ Salary - Starting: _____ Ending: _____

Duties and responsibilities: _____

Other Information:	Yes	No
Do you have a Social Security number?		
Can you legally accept permanent employment in the United States?		
Are you over the age of 18? If not, state your date of birth: _____		
Are you currently employed?		
Are you available to work full-time?		
Are you available to work part-time?		
Can you travel if your job requires it?		
Is adequate transportation available so you can get to work on time every day?		
Have you ever been bonded on a job?		
Is there any reason why you cannot be at work on time every day? If yes, why? _____		
Have you been convicted of a felony within the last 7 years? If yes, please explain: _____		
On what date would you be available to start? _____		

Other Training or Experience - Summarize special job related skills and qualifications:

References:

1) _____ (Name) _____ (Phone)
 _____ (Complete Mailing Address)

2) _____ (Name) _____ (Phone)
 _____ (Complete Mailing Address)

3) _____ (Name) _____ (Phone)
 _____ (Complete Mailing Address)

IMPORTANT INFORMATION FOR APPLICANTS FOR EMPLOYMENT WITH SWIFT COUNTY

In accordance with the Minnesota Government Data Practices Act, Swift County (the "County") is required to inform you of your rights as they pertain to private data collected from you. Private data is that information which is available to you, but not to the public. Some personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87, Government Data Practices, requires that you be informed that the following personal information which you are asked to provide on this Employment Application is considered private data:

- 1. Name (becomes public when certified as a "finalist")
- 2. Home Address
- 3. Home Phone number
- 4. Age group

We ask this information for the following reasons:

- 1. To distinguish you from all other applicants and identify you in our personnel files.
- 2. To help us to be sure that you are the individual who makes the application.
- 3. To help us to contact you when more information is required, when we send you notices, and/or when we schedule you for interviews.
- 4. To see if you meet the minimum age requirements (if any).
- 5. To conduct proper background investigations needed when applying for a position.
- 6. To determine whether or not any conviction record may be a job-related consideration affecting your suitability for the position you applied for.
- 7. To enable us to ensure your rights to equal opportunities.
- 8. To meet federal and state reporting requirements.

Data supplied by you may be used for such purposes as may be determined to be necessary in the administration of personnel in the County and in the administration of personnel policies, rules, and regulations.

Private data is available only to you and to other persons in the County who have a justified need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Names of applicants remain private except when certified as eligible for appointment to a vacancy or when applicants are considered by the County to be finalists for a position. "Finalist" means a person who is selected to be given an interview as a final step prior to selection.

By my signature below, I certify that I have read (or had read to me) the information printed above and understand its meaning. I certify that answers given herein are true and complete to the best of my knowledge.

Unless otherwise indicated above, the County is hereby authorized to contact my former employers for information concerning my employment, ability, experience, and behavior on the job.

I understand that nothing in this employment application is intended to lead to or create an employment contract between the County and myself.

In the event of employment, I understand that false or misleading information given in my application or interview(s) will likely result in discharge. I also understand that I am required to abide by all rules and regulations of the County.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

For County Use Only	
Arrange Interview? <input type="checkbox"/> Yes	<input type="checkbox"/> No
Interviewer: _____	Date of Interview: _____
Remarks: _____	
Employed? <input type="checkbox"/> Yes	<input type="checkbox"/> No Date Employed: _____ Hourly Rate/Salary: _____
Position: _____	Department: _____
By: _____	Date: _____
(Name & Title)	